



**JOB ANALYSIS QUESTIONNAIRE** استمارة تحليل وظيفي

**1. Job Identification:** التعريف الوظيفي

Job Title: \_\_\_\_\_  
Department: \_\_\_\_\_  
Preparation date: \_\_\_\_\_ Prepared by: \_\_\_\_\_

**2. The Purpose of the Job:** ملخص عام للوظيفة

Write in short (one paragraph) on the general nature of the job and its major functions/activities.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**3. Relationships:** العلاقات الوظيفية

Reports to: \_\_\_\_\_  
Supervises: \_\_\_\_\_  
Works with (on premises): \_\_\_\_\_  
Outside the company: \_\_\_\_\_

**4.Tasks, Duties and Responsibilities:** المهام والمسؤوليات الرئيسية للوظيفة

a. List the tasks he/she performs in order of importance and the % of time for each.

Serial	Tasks Performed	% of time
TASK # 1		
TASK # 2		
TASK # 3		
TASK # 4		
TASK # 5		
TASK # 6		
Total		100%

- b. List the actions / activities carried out to accomplish each task.

المهام والمسؤوليات التفصيلية للوظيفة

Actions done in task #1

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Actions done in task #2

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Actions done in task #3

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Actions done in task #4

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Actions done in task #5

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Actions done in task #6

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5. **Authorities:**      الصلاحيات الأساسية للقيام بمهام الوظيفة

a. Decision Making (Limited and Unlimited):

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b. Supervision (Direct and Indirect):

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c. Budgetary Limitations:

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6. **Working Conditions**      طبيعة العمل

a. Schedule (i.e. working days and working hours)

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b. Location ( i.e. indoors or outdoors )

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c. Hazards subjected to

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d. Work aids: (i.e. tools, equipments or machines he/she uses to accomplish his/her work)

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7. **Standards of Performance:** معايير قياس الأداء الهامة للقيام بمهام الوظيفة

List the major KPIs for each of the previously mentioned tasks

Serial	Key Performance Indicators (KPIs)
TASK # 1	1. 2. 3.
TASK # 2	1. 2. 3.
TASK # 3	1. 2. 3.
TASK # 4	1. 2. 3.
TASK # 5	1. 2. 3.
TASK # 6	1. 2. 3.

8. **Human Requirements to fill this job:**

a. **Knowledge:** متطلبات أساسية للقيام بمهام الوظيفة

i. Education (Must)

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ii. Training Courses (Plus or Must)

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iii. Minimum Years of Experience

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**b. Skills (acquired)** مهارات أساسية للقيام بمهام الوظيفة

i. Computer Skills (mention the level)

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ii. Language Skills (mention the level)

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iii. Soft Skills (mention the level)

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iv. Other Skills (mention the level)

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**c. Abilities(talents)** امكانيات / قدرات أساسية للقيام بمهام الوظيفة

i. Mental abilities (mention the level)

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ii. Physical abilities (mention the level)

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iii. Numerical abilities (mention the level)

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iv. Other abilities (mention the level)

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Direct Supervisor: توقيع المشرف المباشر	Date
Department Head: توقيع مدير الإدارة	Date
HR Manager: توقيع مدير الموارد البشرية	Date